United Nations ST/IC/2008/15

Secretariat

27 February 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for French-language proofreaders/ copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language proofreaders/copy preparers/production editors in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examinations for French-language proofreaders/copy preparers/production editors will be held tentatively on **11 June 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for French-language proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and Santiago. Assignments are subject to rotation (mobility). French-language proofreaders/copy preparers/production editors may thereafter be called upon to serve at other United Nations duty stations according to the needs of the

* Expiration date of the present information circular: 31 December 2008.

08-25485 (E) 050308

Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 15 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree or an equivalent qualification from a university or institution of equivalent status in which French is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have relevant experience in the printing/publishing industry. Applicants are required to be able to use computer workstations. Word-processing knowledge is a requirement. Desktop publishing knowledge is an advantage.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who are over the age of 56 by the deadline for submission of applications (11 April 2008) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree or its equivalent from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in French, explaining why they wish to work as proofreader/copy preparer/production editor. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) An eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) A computer test on desktop publishing skills and knowledge of printing.

9. The written examination, to be held on **11 June 2008**, will consist of four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (2 hours and 15 minutes);

(b) French language aptitude test (45 minutes);

(c) Proofreading against manuscript (2 hours);

(d) Language aptitude test in the two additional languages (1 hour).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers. Graphic arts rulers are allowed.

11. On the basis of the results obtained in the written examination, the Board of Examiners will invite successful candidates to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS2. Placement of graphics and/or images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Both the computer test and the interview are an integral part of the examination. Therefore, candidates at these stages should not assume that they will automatically be offered an assignment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

14. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

15. Staff members selected to fill vacancies will be assigned as French-language proofreaders/copy preparers/production editors for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay referred to in paragraph 7 above, not later than **11 April 2008**, to:

2008 competitive examination for French-language proofreaders/
copy preparers/production editors
Examinations and Tests Section
Division for Organizational Development
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax No.: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Division for Organizational Development of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **11 April 2008**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for French-language proofreaders/ copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of proofreading, copy preparation and production editing, if any. Also include any relevant information about computer software or programs used. Applications submitted without a P.11 or PHP form or without the one-page essay in French referred to in paragraph 7 will NOT be considered.

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2008/15 and I understand that if I am successful in the 2008 competitive examinations for French-language proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my assignment as a French-language proofreader/copy preparer/production editor will be subject to my acceptance of the conditions of service indicated in paragraphs 15 to 17 of that circular.

Date _____ Signature _____